

TM-4 APPROVER COURSE

USING NASA'S TRAVEL MANAGER SYSTEM

DOCUMENT SUMMARY BY TRAVELER REPORT

This document covers the steps to view the document summary report by Traveler.

The report may be selected for authorizations, vouchers, or local vouchers.

The report includes the Traveler's name, document name, total expenses, amount claimed, advance applied, net amount, departure date, number of travel days, and total trip expenses.

To view the accounting data and location click the "Detail Report" box on the selection criteria page. Detail report for local voucher does not include location.

Title information includes the selection criteria: Traveler's SSN and org code, document status, and date range.

DISCLAIMER

Reports will continue to be available from the existing Financial System. If Travel Manager reports are utilized please be aware that summary totals may be inaccurate.

TABLE OF CONTENTS

A. SUMMARY BY TRAVELER REPORT3

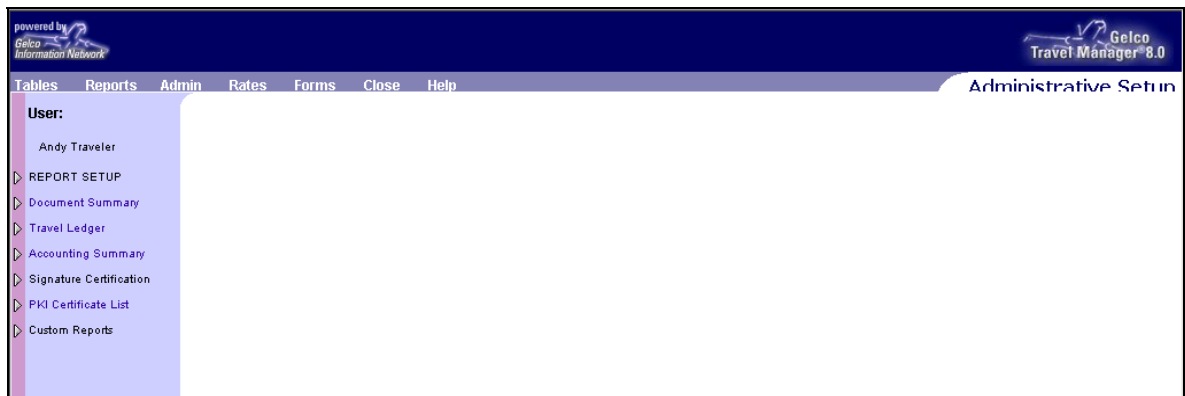
Portions of these materials are the copyrighted property of
Gelco Information Network GSD, Inc. This document may not be
Distributed outside the National Aeronautics and Space Administration

A. SUMMARY BY TRAVELER REPORT

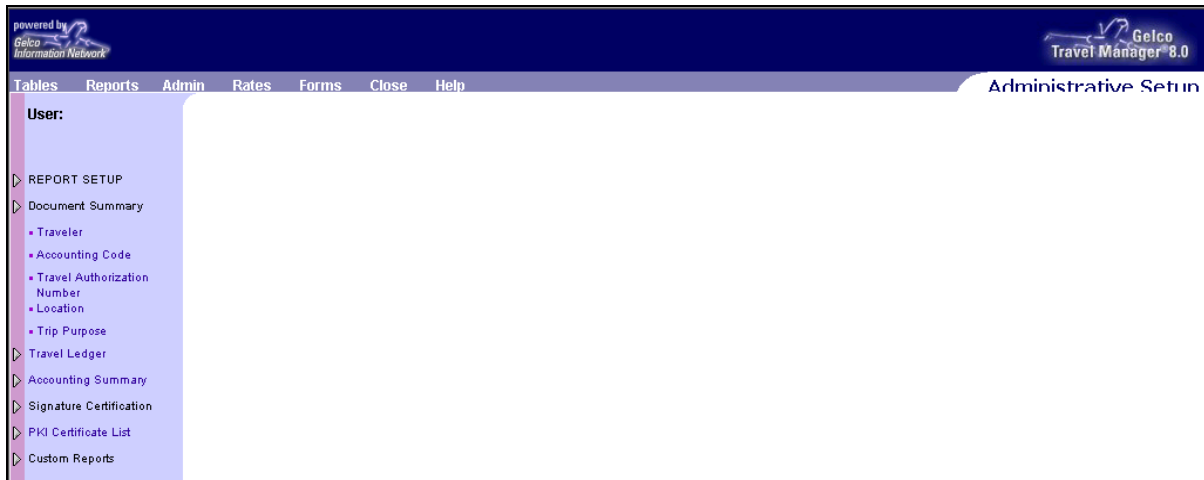
1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



2. The **Report Setup** page will be displayed.



3. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Report Setup** page will be redisplayed with a list of five selections to view the Document Summary report.



4. Click the **Traveler** link under the Document Summary link, on the Document Processing Toolbar on the left side of the page, as the type of Document Summary report desired.
5. The **Document Summary Report by Traveler** page will be displayed.

The screenshot displays the 'Document Summary Report by Traveler' interface. A 'Quick Tip' box at the top states: 'Select a document type and other search criteria. To view or print this report, click Preview.' Below this, search criteria are listed: 'Document Type' (set to 'Authorization'), 'Start Date' (mm/dd/yyyy), 'End Date' (mm/dd/yyyy), 'Social Security No', 'Organization' (set to '24'), and 'Status'. There is an unchecked checkbox for 'Detail Report'. On the right, a section titled 'For this page you can:' contains buttons for 'Preview', 'Report', 'SSN Lookup for employee', and 'Close this Screen'.

6. The **Document Type** defaults to Authorization. Voucher or Local Voucher could also be selected from the pull down list.
7. Select **Authorization** from the pull down list.
8. Enter the **Start** and **End Date** range.
 - a. **Start Date** is the earliest departure date to include on the report.

- b. **End Date** is the latest departure date to include on the report.

NOTE

*Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.*

9. Enter the **Social Security Number** of the desired Traveler or select it from the list by clicking the **SSN Lookup** button in the 'For this Document you can:' area in the top right of the page.
10. Leave the **Organization** field blank when selecting the report for a specific Traveler.
11. Leave the **Status** blank. Leaving this field blank indicates that all status codes should be included on the report.
12. Check the **Detail Report** check box. Selecting the **Detail Report** will include the accounting classification codes and travel locations on the report.

13. Click the **Preview** **Report** button in the 'For this Document you can:' area in the top right of the page.
14. The **Authorization Summary by Traveler** report will be displayed in a new browser window.

08/02/02		Authorization Summary by Traveler			Page: 1
Organization: 24-AA		Traveler(s) Selected: (All)			
Status: (All)		From: 01/10/2002 To: 05/17/2002			
Information for: TRAVELER, ANDY					
Document Name		Total Expenses	Amount Claimed	Advance Applied	Net Amount

24-AA011002&T		193.50	193.50	0.00	193.50
Trip 1					
Departure Date:		01/10/2002			
Travel Days:		1			
Total Trip Expenses:		193.50			
24-AA021102&T		819.50	819.50	0.00	819.50
Trip 1					
Departure Date:		02/11/2002			
Travel Days:		2			
Total Trip Expenses:		819.50			
24-AA040702&T		1,051.00	1,051.00	0.00	1,051.00
Trip 1					
Departure Date:		04/07/2002			
Travel Days:		3			
Total Trip Expenses:		1,051.00			
24-AA051302&T		1,190.00	1,190.00	0.00	1,190.00
Trip 1					
Departure Date:		05/13/2002			
Travel Days:		4			
Total Trip Expenses:		1,190.00			
Totals For: TRAVELER, ANDY					
Total Travel Days: 10.00		3,254.00	3,254.00	0.00	3,254.00
Organization Totals for: 24-AA					
Total Travel Days: 10.00		3,254.00	3,254.00	0.00	3,254.00
Report Totals -----					
Total Travel Days: 10.00		3,254.00	3,254.00	0.00	3,254.00

Example of an Authorization Summary by Traveler with Detail

08/02/02		Voucher Summary by Traveler		Page: 1	
Organization: 24-AA		Traveler(s) Selected: (All)			
Status: (All)		From: 01/10/2002 To: 05/17/2002			
Information for: TRAVELER, ANDY					
Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount	

24-AA021102&T	819.50	819.50	0.00	819.50	
Trip 1					
Departure Date:		02/11/2002			
Travel Days:		2			
Total Trip Expenses:		819.50			
Totals For: TRAVELER, ANDY					
Total Travel Days:	2.00	819.50	819.50	0.00	819.50
Organization Totals for: 24-AA					
Total Travel Days:	2.00	819.50	819.50	0.00	819.50
Report Totals -----					
Total Travel Days:	2.00	819.50	819.50	0.00	819.50

Example of a Voucher Summary by Traveler

08/02/02		Voucher Summary by Traveler			Page: 1
Organization: 24-AA		Traveler(s) Selected: (All)			
Status: (All)		From: 01/10/2002 To: 05/17/2002			
Information for: TRAVELER, ANDY					
Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount	

24-AA021102&T	819.50	819.50	0.00	819.50	
Trip 1					
Departure Date:		02/11/2002			
Travel Days:		2			
Total Trip Expenses:		819.50			
Locations:					
JOHNSON SPACE CTR,TX					
Classifications:					
24-AA2-09200000 - 09200000.08.2128.GH.24.2.8.00.AA.000 --					
819.50					
Totals For: TRAVELER, ANDY					
Total Travel Days:	2.00	819.50	819.50	0.00	819.50
Organization Totals for: 24-AA					
Total Travel Days:	2.00	819.50	819.50	0.00	819.50
Report Totals -----					
Total Travel Days:	2.00	819.50	819.50	0.00	819.50

Example of a Voucher Summary by Traveler with Details

15. Print using the browser print button.
16. Close the browser window when finished viewing the report.